

State of Maine  
Bureau of General Services  
2013 Application for Pre-qualification of Professional Services

General Information

The purpose of the application is to obtain information from individuals and firms who request to be listed by the Bureau of General Services (Bureau) as pre-qualified to perform architectural, engineering or other professional services. The Bureau will evaluate each application and determine qualification status for each discipline requested.

The Bureau or other state agencies may select a listed firm for certain projects without a separate advertisement and interview process if the professional service fee for all disciplines does not exceed \$25,000 for the entire project.

The law addressing this issue may be found at the following website:

<http://janus.state.me.us/legis/statutes/5/title5sec1742.html>, see subsection 6. The law authorizes a rule governing this application process; the rule may be found at <http://www.maine.gov/sos/cec/rules/18/554/554c011.doc>.

The deadline to submit the application is **3:00 PM Wednesday, 29 May 2013**.

FAQs

1. Where do I submit questions about the Application for Pre-qualification of Professional Services?  
*E-mail questions on the application process to [bgs.architect@maine.gov](mailto:bgs.architect@maine.gov). We will respond directly or post answers at this web page.*
2. Can I print a blank application to fill in by hand?  
*You may use it as a worksheet to prepare answers for the online application, but not as a paper copy to submit. A worksheet has been added to the BGS website for your convenience. <http://www.maine.gov/bgs/constrpublic/index.htm>*
3. We have a large firm; can we submit more than one application to show all of our various capabilities?  
*No. Follow the instructions in the application to provide summary information about the firm in the spaces provided in the application.*
4. We have a small firm; do we have to complete each input box?  
*Please fill in the boxes that are required, at a minimum. Complete the application to as it applies to your firm. We understand the number of employees and experience of the firms varies. We're looking for the qualifications of a firm, regardless of size.*
5. When will firms be informed of their pre-qualification status?  
*After all applications have been evaluated all of the firms will be notified simultaneously. Licensure, experience and qualifications are verified by the Bureau. The time needed to do this is dependent on the quantity of responses and the accuracy of the applications. The current List is valid until it is replaced by the 2013 List.*

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6. Is it possible for respondents to save their progress?

*Yes. This will happen by default with an e-mail invitation link, so that you can click on it later and pick up where you left off. Answers only save when the applicant submits a page, so you will want to complete the page you're on before leaving to avoid losing your work.*

*It is essentially the same with the website link; the application is tied to a particular computer. In either case, the [Next] button on a page or the [Done] button at the end of the application must be clicked to save the page(s) of answers.*

7. Can I print my application?

*Yes. It can be printed a page at a time as you complete it, by printing from your browser. The print setting in the browser may need to be adjusted to make all the answers visible.*

8. In section 3, *Project Experience of the Firm*, the "Approx. fee amount" item, are you looking for the total design fee which includes sub-consultants or just the applicant's fee amount?

*Just the fee amount for the applicant in round numbers to suggest the magnitude of the services.*